

By-Laws
of
Boston Commandery
of
Knights Templars



February 21, 1951

BY-LAWS OF BOSTON COMMANDERY, K. T. NO. 2

ARTICLE I

CONSTITUTION

Boston Commandery of Knights Templar, and the Appendant Orders, shall consist of an Eminent Commander, Generalissimo, Captain General, Prelate, Senior Warden, Junior Warden, Treasurer, Recorder, Sword-Bearer, Standard Bearer, Warden, Captain of the Guards, Armorer, and Sentinel, and as many other Knights Templar, as the members may from time to time determine.

ARTICLE II

STATED CONCLAVES

SECTION 1. The Commandery shall assemble on the third Wednesday of each month, at such hour as the Eminent Commander shall direct, provided however, that in the months of July and August, the stated conclaves may be omitted by a vote of the Commandery.

SECTION 2. The Annual Conclave for the election of Officers shall be held at the stated conclave in June.

ARTICLE III

ELECTION OF OFFICERS

SECTION 1. The first eight officers shall be elected annually by written or printed ballots; the others shall be appointed by the Eminent Commander, immediately after his installation.

INSTALLATION OF OFFICERS

SECTION 2. The Officers shall be installed as soon as may be practicable and shall retain their offices until their successors are installed.

VACANCIES

SECTION 3. If any officer elect should decline to accept the office, or in case of the death or resignation of any officer, the vacancy shall be filled at the next stated conclave, a dispensation therefor, having been first obtained.

ARTICLE IV

DUTIES OF OFFICERS

EMINENT COMMANDER

SECTION 1. It shall be the duty of the Eminent Commander to convene regular and special Conclaves of the Commandery; to preside, when present, at all such Conclaves; to instruct his officers, and the members generally, in the mysteries of the Orders; to dispense justice, reward merit, encourage truth, and diffuse the sublime principles of universal benevolence.

GENERALISSIMO

SECTION 2. The Generalissimo shall assist the Eminent Commander in the various duties of his office; receive his orders on all occasions and see them duly executed; and in his absence preside over the Commandery.

CAPTAIN-GENERAL

SECTION 3. The Captain-General shall proclaim the orders of the Eminent Commander, assist him in council, and in the absence of the Eminent Commander and Generalissimo preside over the Commandery.

PRELATE

SECTION 4. The Prelate shall perform such duties as appertain to his office.

WARDENS

SECTION 5. The Wardens shall prepare the candidates, accompany them through the ceremonies, and introduce them to the Commandery.

TREASURER

SECTION 6. The Treasurer shall demand and collect all the funds from the Recorder at each Conclave, give his receipt for the same, pay all demands against the Commandery, when duly approved by the Standing Committee on Finance, and keep a correct account of all receipts and disbursements. All cheques drawn by the Treasurer shall require the *counter-signature* of at least one member of the Standing Committee on Finance.

All monies received from the Recorder, or from any other sources which are available for the payment of the expenses of the Commandery, except as otherwise provided in these By-Laws, shall be promptly deposited in the name of Boston Commandery of Knights Templar.

He shall deliver to his successor in office, immediately after the installation of his successor, all the property of the Commandery in his possession or control.

RECORDER

SECTION 7. The Recorder shall issue to all the members notifications of the Conclaves, inserting the names, places of abode, and occupations of all the candidates, and the special business of the Conclave. He shall observe with attention the transactions of the Commandery, and keep an accurate record of them. He shall carefully preserve in some safe place, and in good order, all the papers and books of the Commandery which

are not required for immediate use, keeping a full and minute inventory thereof.

He shall promptly collect the revenue, and pay it to the Treasurer, at each Conclave of the Commandery.

At the Annual Conclave, he shall present a correct written statement of his receipts and payments for the year, together with the amount of funds, if any, in his possession.

He shall read the names of all the members who are in arrears for dues for one year or more, unless otherwise voted by the Commandery.

A complete list of the members of the Commandery shall be prepared by him in January of each year and shall be printed and furnished to every member of the Commandery, if so voted.

He shall forthwith deposit in the name of Boston Commandery of Knights Templar all funds of the Commandery coming into his hands.

SWORD BEARER

SECTION 8. The Sword Bearer shall assist in the protection of the banners of the Order, watch all signals from the Eminent Commander, and see his orders duly executed.

STANDARD BEARER

SECTION 9. The Standard Bearer shall display, support, and protect the banners of the Order.

WARDER

SECTION 10. The Warder shall see the asylum securely guarded, and the sentinels at their posts, communicate to the Eminent Commander all petitions and requests for admission and favors, and return his answers.

GUARDS

SECTION 11. The Guards shall challenge with spirit, examine with caution, admonish with

candor, relieve with alacrity, protect with fidelity, and valiantly defend their respective posts.

MUSICAL DIRECTOR

SECTION 12. The Musical Director shall have the control and direction of the music.

ARMORER

SECTION 13. The Armorer shall have the care of the Armory, and the general charge of all the furniture, regalia and arms of the Commandery, and see that they are kept in good order and fit for use.

He shall make to the Commandery at the Annual Election of Officers, a return in writing of every article in his department, and at all times render such assistance to the Officers as may be required.

SENTINEL

SECTION 14. The Sentinel shall guard with vigilance the avenues to the Commandery, give the alarm when necessary, and discharge such other duties as may be required of him by the Eminent Commander.

ARTICLE V

BONDS

The Commandery shall bond the offices of Commander, Treasurer, Recorder and Treasurer of the several funds of the Commandery, for such an amount and in such Bonding Companies as the Council may from time to time determine, said Bond to be payable to the Trustees of the Permanent Fund of Boston Commandery of Knights Templar, and to be held by them for safe-keeping, the expenses of such bond to be paid by the Commandery.

ARTICLE VI

CANDIDATES FOR THE ORDERS

Every candidate for the Orders shall make application in writing, stating his age, residence and occupation, enclosing the fee of fifty dollars, and accompanied by a certificate from two Royal Arch Masons, certifying that he has regularly received the degree of Royal Arch Mason, or that he has *petitioned* a Chapter of Royal Arch Masons for the Capitular Degree, and is of good moral character and respectability.

Every application shall be referred to a Committee of three, who shall be immediately notified of their duty by the Recorder.

The candidate shall stand proposed from one Conclave to another and his name shall be inserted in the notifications of the Conclave at which the balloting is to take place.

He shall be reported upon by the investigating committee, or a majority thereof, and the unanimous ballot of the members present, shall be necessary for his admission. If he is not accepted the fee shall be returned.

ARTICLE VII

MEMBERSHIP

SECTION 1. All Knights receiving the Orders in this Commandery, and immediately thereafter signing the By-Laws, shall thereby become members thereof. Those who have been members, others not knighted in this Commandery, and Knights not signing the By-Laws as above provided, may be admitted members at Stated Conclaves. They shall make application in writing, enclosing the admission fee, and stand proposed one month. Their names shall be inserted in the notifications for the Conclave at which the balloting is to take place. They shall be reported upon by an investigating committee, or a majority thereof, and the unanimous ballot of the members present, shall be necessary for their admission.

No one shall be entitled to the privileges of membership until he has signed the By-Laws.

NEGLECT TO SIGN THE BY-LAWS

SECTION 2. Any Knight Templar elected to membership, neglecting to sign the By-Laws within six months after his election, must submit to the forms of being re-proposed and again balloted for, in order to gain membership. The repayment of the fee may be waived by vote of the Commandery.

RESIGNATIONS

SECTION 3. Any member wishing to resign his membership, shall pay his indebtedness to the Commandery, and give the Recorder a written notice of his intention to withdraw.

Provided that if all indebtedness to the Commandery is paid and no charges are pending against him, he is entitled to demit without a vote of the Commandery.

HONORARY MEMBERS

SECTION 4. All Past Eminent Commanders of this Commandery shall be Honorary Members.

Knights Templar who have been eminently useful to the Masonic Fraternity, or have rendered important services to this Commandery may be admitted Honorary Members. They shall stand proposed one month. Their names shall be inserted in the notifications for the regular Conclave at which the election is to take place, and the unanimous consent by ballot of the members present, shall be necessary for an election.

Honorary Members shall enjoy all rights and privileges of members except that the right to vote shall not pertain to those who were not previously members of this Commandery.

ARTICLE VIII

LIFE MEMBERSHIP

SECTION 1. Life Members shall enjoy all the rights and privileges of full membership, and shall be exempt from annual dues for the support of the Commandery.

Any member of the Commandery whose dues are settled, shall upon the payment of a fee of fifteen times the annual dues, be constituted a Life Member.

PERMANENT FUND

SECTION 2. The Permanent Fund shall be styled, "The Permanent Fund of Boston Commandery." The Fund shall consist of all moneys received for Life Membership, of all donations and bequests to the Commandery, which are not otherwise definitely limited, and of such additions as shall from time to time be made by vote of the Commandery. It shall not be considered good knightly faith in the Commandery to diminish the rate of increase hereby established. The principal of the fund shall never be expended. Moneys received for Life Membership shall be placed in the Life Membership Division of The Permanent Fund.

BOARD OF TRUSTEES

SECTION 3. The Permanent Fund shall be held in the name of Boston Commandery of Knights Templar, and shall be under the direction and control of a Board of Trustees, consisting of the Eminent Commander, Treasurer, and three members who hold no other elective office in the Commandery than that of a Trustee. At each Annual Conclave the Commandery shall elect one member of the Board for the term of three years. Each Trustee, however, shall hold his office until his successor is elected.

This Board, thus constituted, shall be styled, "The Trustees of the Permanent Fund of Boston Commandery."

VACANCIES

SECTION 4. Should a vacancy occur in the Board of Trustees, by reason of death or otherwise, it shall be filled by an election by ballot, at the next succeeding stated Conclave, or as soon thereafter as may be practicable, due notice of the election being borne on the notifications.

DUTIES OF TRUSTEES

SECTION 5. The Board of Trustees shall carefully and judiciously invest the Permanent Fund in such manner as in their best judgment, shall be safest and most productive, and shall select a suitable place of deposit for the securities and vouchers, where their absolute safety from fire and theft shall be ensured. The written assent of at least three of the Trustees of the Permanent Fund of Boston Commandery shall be required for the valid purchase or sale of any securities, or any change in the investment of any part or parts of the Permanent Fund; and any check drawn on the income or principal of the Permanent Fund shall require the signature of at least three of the Trustees of such fund.

The Board of Trustees shall keep a full and accurate record of the investments of the Permanent Fund, and at each Annual Conclave, they shall submit to the Commandery a correct statement of the Fund, in detail, exhibiting its exact nature and condition. The Board of Trustees shall keep separate record of investments in an account designated as the Life Membership Division of the Permanent Fund; such Life Membership Division of the Permanent Fund shall amount to not less than \$10,000 as of March 20, 1946, and to it shall be added all moneys thereafter received for Life Memberships.

They shall semi-annually pay to the Treasurer, for the use of the Commandery, all incomes derived from the Fund, so far as the same can be determined, provided the Standing Committee on Finance so require,—otherwise the said income shall be added to and constitute a part of the Permanent Fund.

ARTICLE IX

CHARITY FUND

SECTION 1. The Charity Fund established by Boston Commandery shall be styled, "The Charity Fund of Boston Commandery of Knights Templar."

The Fund shall consist of such bequests, donations, subscriptions, and other additions as shall from time to time be made to it, by any person or by vote of the Commandery.

The principal of the fund shall never be expended.

TRUSTEES OF THE CHARITY FUND

SECTION 2. The Charity Fund of Boston Commandery, shall be held in the name of Boston Commandery of Knights Templar, and shall be under the direction and control of a Board of Trustees, consisting of the Eminent Commander, Treasurer and three members of the Commandery who hold no other elective office in the Commandery than that of a Trustee.

At each Annual Conclave the Commandery shall elect one member of the Board for the term of three years. Each Trustee, however, shall hold his office until his successor is elected.

The Board thus constituted, shall be styled, "The Trustees of the Charity Fund of Boston Commandery of Knights Templar."

VACANCIES

SECTION 3. Should a vacancy occur in the Board of Trustees of the Charity Fund, by reason of death or otherwise, it shall be filled by an election by ballot at the next succeeding Stated Conclave, or as soon thereafter as may be practicable, due notice of the election being borne on the notifications.

DUTIES OF THE TRUSTEES

SECTION 4. The Board of Trustees shall carefully and judiciously invest the Charity Fund in

such savings banks and securities of permanent value, as in their judgment will be safest and most productive, preferably in securities in which savings banks in this Commonwealth are authorized by law to invest, and shall select a suitable place of deposit for the securities and vouchers, where their absolute safety from fire and theft will be ensured. The written assent of at least three Trustees of the Charity Fund of Boston Commandery of Knights Templar, shall be required for the valid purchase or sale of any securities, or any change in the investment of any part or parts of the Charity Fund; and any cheque drawn on the income or principal of the Charity Fund shall require the signatures of at least three of the Trustees of said fund.

The Board of Trustees shall keep a full and accurate record of the investments of the Charity Fund, and at each Annual Conclave, they shall submit to the Commandery a correct statement of the Fund in detail, exhibiting its exact nature and condition.

The Trustees may in their discretion, or by vote of the Commandery, appropriate any of the matured income of the Charity Fund to charitable purposes; but all of the income received and unappropriated at the end of the year, shall be added to the principal of the fund and shall thereafter constitute a permanent part thereof.

ARTICLE X

DECEASE OF MEMBERS

SECTION 1. On notice of the decease of a member of the Commandery, the Eminent Commander shall immediately appoint a committee of five or more to attend the funeral services, and through the Recorder notify them of the time and place of the funeral, provided it be held within accessible distance. Should any member of the committee be unable to attend the obsequies, it shall be his duty to procure a substitute, unless excused by the Eminent Commander.

ARTICLE XI

FEES AND DUES

SECTION 1. The fee for the Orders conferred in Boston Commandery shall be fifty dollars with any application filed on or after November 15, 1943. Every candidate should obtain at his own expense, before being knighted, a full regalia of Boston Commandery as described in Article XII, paragraph 2 under the heading "Regalia," in these By-Laws.

DIPLOMA

SECTION 2. Every candidate receiving the Orders in this Commandery, shall receive a diploma without charge.

FEE FOR MEMBERSHIP

SECTION 3. The fee for membership for a Knight Templar shall be ten dollars. No application for membership shall be received from any Knight Templar except he is in good standing as such. In the case of former membership in this Commandery, which has been forfeited, the full amount of dues owing the Commandery by the Sir Knight at the time of the forfeiture, in addition to the regular fee of ten dollars, shall accompany the application, unless same is waived by the Eminent Commander.

COMPENSATION TO RECORDER

SECTION 4. The Recorder shall receive as compensation for his services, five hundred dollars per annum, payable quarterly.

The Recorder incident to his duties, shall prepare and make available for the Commandery, without extra charge, and on paper of the same size and quality as the original, a duplicate or carbon copy of any and all minutes, records and reports prepared by him; so also shall the Treasurer, and the Trustees of each Fund, and the Chairman of any and all Committees, prepare and

make available for the Commandery, without extra charge, a duplicate or carbon copy of any and all records and reports which they or any of them shall submit at any time for the approval of the Commandery.

ANNUAL DUES

SECTION 6. The Standing Committee on Finance shall have full authority to remit from time to time, the dues of any member whose age, infirmity, misfortune, or deserts may in their good judgment, entitle him to the remission. They shall, however, submit a detailed report of the dues remitted, for entry on the records of the Commandery.

EXTRA ASSESSMENTS

SECTION 7. No extra assessment shall be made except at a Stated Conclave, nor unless a notice of the proposed assessment shall be inserted in the notificaties for said Conclave.

SECTION 8. Bills for annual dues shall be sent with the notice of the Annual Conclave of each year and shall be payable in advance. The fiscal year shall commence with Septemper 1, and end with August 31 of the succeeding year. Newly admitted members shall be rendered due bills immediately after signing the By-Laws; those admitted prior to the stated conclave in February shall be billed for a full year's dues and those admitted after that date shall be billed for one-half year dues.

Any member whose dues or assessments are not paid on or before the first day of January next succeeding their maturity, shall be deemed a delinquent under the By-Laws, and *may*, by direction of the Standing Committee on Finance, be proceeded against for non-payment of dues in the manner prescribed by the Grand Constitution. The notice therein provided for shall be served upon the delinquent Sir Knight at least two months before action shall be taken upon his suspension or expulsion, either by giving such notice to him in hand, or by leaving the same at his last

and usual place of abode, or by mailing the same to his last known address, postage prepaid. Any member whose dues or assessments are *three* years in arrears *shall* be proceeded against for non-payment of dues, or his dues shall be remitted in accordance with *Article XI* Section 6.

It shall be the duty of the Recorder to render due bills to delinquent members in January, April and June of each year.

ARTICLE XII

UNIFORM

SECTION 1. The uniform of Boston Commandery shall be as follows:

Dress

Black dress or frock coat, black pantaloons, black vest, black cravat and boots.

Regalia

Black chapeau with black feathers, gimp and rosette.

Black velvet baldric and triangular apron, decorated agreeably to past usage.

Black enamelled leather belt, with silver clasp and chains and sword with a black leather scabbard, with silver mountings.

Buff gauntlets with red passion cross on the outside of each cuff, to be worn on public parade, and white gloves at Conclaves for work.

UNIFORM TO BE WORN

SECTION 2. It shall be the bounden duty of every member to promptly provide himself with the uniform of the Commandery, and to wear it when he is present with the Commandery at its Conclaves, and on its public parades.

No Knight shall be admitted into the line unless he presents himself in full uniform.

NO REGALIA TO BE LOANED

SECTION 3. The Armorer shall not loan any of the regalia belonging to the members of the Com-

mandery, without their written order authorizing him to do so.

ADMISSION TO THE RANKS

SECTION 4. Knights Templar whose uniform does not conform to the uniform of Boston Commandery, shall not be admitted to the ranks, without the permission of the Eminent Commander.

ARTICLE XIII

PARADES

No public parade in uniform except at funerals shall be made without a vote of the Commandery at a Stated or Special Conclave.

ARTICLE XIV

COMMITTEES

SECTION 1. The Knight first appointed on any committee shall be the chairman thereof; he shall furnish his associates with a copy of the resolution or subject confided to them by the Commandery, and notify them of the time and place of their meetings.

Members appointed on committees shall be in duty bound to attend to their duties promptly, faithfully, and at the time and place designated by the chairman.

REPORT AND EXPENSES OF COMMITTEES

SECTION 2. All Committees except Standing Committees, shall report their doings at the next Conclave after their appointment, unless otherwise authorized. The necessary expenses of committees may be defrayed by the Commandery on appropriate vote therefor.

ARTICLE XV

COMMITTEE ON FINANCE

SECTION 1. The Eminent Commander, Generalissimo, and Captain General shall constitute a Standing Committee on Finance, who shall

examine all bills and demands against the Commandery; approve them with a majority of their signatures, if they are found correct; inspect and audit the books and accounts of the Treasurer, Recorder, and Trustees of the various Funds of the Commandery, and superintend generally the financial affairs of the Commandery, unless it is otherwise specially ordered.

At each Annual Conclave they shall submit a detailed statement of the receipts and expenditures of the past year for approval by a majority vote of those present and voting, and furnish a list of the debts due by or to the Commandery.

No officer, and no Committee, of the Commandery, shall have any authority, direct or indirect, to execute any lease, or any contract or agreement for the payment of any rental, unless a majority vote of those present and voting, after notice of such proposed actions has been printed in the notice of a meeting of this Commandery, shall so authorize and direct.

ARTICLE XVI

AMENDMENT OR REPEAL OF THE BY-LAWS

SECTION 1. The By-Laws shall not be amended or repealed, unless the proposition to amend or repeal be submitted to the Commandery, in writing, at a Stated Conclave, read in open Commandery, stand at least one month, previous to the discussion, and be inserted in the notifications of the Conclave at which is to be acted upon.

SECTION 2. Every proposition to amend or repeal shall be referred to a committee of three, who shall report thereon at the next Stated Conclave, and the proposition may then be adopted by the consent of two-thirds of the members present, provided, however, that any proposition to amend or repeal Article VIII relating to the Permanent Fund, or Article IX, relating to the Charity Fund, or this provision, shall not be adopted, unless the proposition be made, in writing, at a Stated Conclave, borne on the notifications for the three succeeding Stated Conclaves, and then adopted by four-fifths of all the members present.